



# City of Sheboygan

FIRE DEPARTMENT  
1326 North 25<sup>th</sup> Street  
SHEBOYGAN, WISCONSIN 53081  
(920) 459-3327 OFFICE  
(920) 459-0209 FAX



August 25, 2020

Dear Property Owner/Responsible Party:

Your property has a fire alarm system that may include smoke detection and fire alarm pull stations that are subject to maintenance and testing requirements. Local fire codes require testing of each initiating device in the system within one calendar year and recording those tests so that they can be verified.

The Sheboygan Fire Department recommends numbering all of those initiating devices individually with each having its own unique identifier. Then, as each device is tested for its ability to activate the system, it is easier to record that device's identifier with the date it was tested and by whom, along with any comments on the fire alarm test log. This test log would be best kept at the fire alarm panel or the electrical service panel so that our inspectors can more easily verify compliance with the testing requirement. A sample log has been included with this notice that you may copy and use.

In addition, it is required that smoke detectors be tested by smoke or smoke spray. One option for purchasing aerosol test smoke can be found at [www.homesafeguard.com](http://www.homesafeguard.com).

Some other questions you need to answer for yourself for proper maintenance of your system are:

- Is my alarm system powered by battery, electricity, or both?
- Is my alarm system monitored by an outside agency or is it a local alarm on the property only?
- How many smoke detectors do I have?
- How many pull stations do I have?
- Do I have a fire alarm panel?
- Where is the fire alarm panel and can I reset it if needed?

We want to help you keep your tenants and your property safe from fire. If you have questions, please do not hesitate to contact Battalion Chief Nicholas Noster at **920-459-3321**.

In the interest of fire safety,

**Fire Inspection and Prevention Bureau**

